

**MINUTES FOR
PROJECT ENGINEERS MEETING
Wednesday, June 20, 2001
10:00 AM, Conference Room 'C'**

Len Hill, PE, Deputy Highway Administrator, Preconstruction

The Technician Competency Based Pay study is currently underway. Jim Kellenberger is working on the development of training needs. A market analysis is being completed for engineers. This study will take into account salaries of private firms, municipalities, and other states. DOT Personnel should have the results by mid August and it should go to State Personnel in October. No word yet on the hiring freeze but things have opened up some. Please express to your employees appreciation for their work efforts and for doing such a good job in meeting project lettings despite personnel shortage.

Debbie Barbour, PE, State Design Engineer

An effort is underway to get early concurrence on permits to eliminate possible redesign at the late stages of project development. She realizes that there is an ongoing problem in being able to retain our employees. We will continue with the flexible work schedules due to the fact that they seem to be working well and are popular with the employees. Debbie also expressed her appreciation for the good job that this Unit is doing.

1. Safety Meeting.....Darlene Yarborough

There were not reported accidents this quarter.

Secretary Tippet has designated May 24 through September 1 as this year's "100 SAFE Days of Summer." Weekly safety posters containing on and off-the-job safety information are posted on the bulletin board each Monday through August 27th. SAFE Days of Summer bulletins are sent out periodically. They are also posted on the Safety & Loss Control website. Please encourage your employees to read these items. Videotapes containing safety and health-related information are also available for our review. If anyone is interested in these videos, please let me know. To help decrease risks of accidents this summer, supervisors are asked to inform & educate your employees on how DOT safety procedures apply to their responsibilities and assigned job tasks.

Please encourage your employees to abide by the Century Center Security Policy & Procedures as stated in the June 8 memo from Debbie Barbour, she reminded us that ID badges must be worn at all times at the waist or above with the picture displayed face up. Please do not allow other employees that do not have their badges or non-DOT visitors without a badge to enter the building. Please advise them to enter at door A-4. We had an incident of an irate individual entering the building without following the proper procedures. Luckily no one was hurt. If you ever experience a similar situation or feel that you are in danger, call security and/or 911 immediately.

2. PM Rating Revision.....Darlene Yarborough
Effective June 1 a performance rating should be given to employees after completion of the probationary period. This replaces the statement "in order to rate a new employee, they must have completed a minimum performance cycle of 6 months." Please turn the PM rating with the completed Probationary Form.

3. Vacancies.....Ricky Keith
The total number of vacancies in our unit as of 6/19/01 is 24. We currently have two positions posted and three in Personnel waiting to be approved. Four positions are currently being interviewed for. We had five positions approved in the month of June. We are waiting on approval from Personnel for the upgrading of five TT IV's to TT V's.

4. Preliminary Drawings.....Ricky Keith
When sending preliminary general drawings to the area structure engineers please send: all stream crossings, only grade separations that have constructability issues, and only phased culverts. Make sure that these drawings have been checked. Grade separations that have constructability issues could include staged construction, rehab, long spans, curved girders, or anything you feel might raise questions during construction. Please include a phasing diagram on culverts. Do not ask the area structure engineer to locate the causeway on the drawing. Ray will continue to review these as well.

5. Strand OptionsRodger Rochelle
We do have the option of using .60 diameter strands. NCBDS now has the capability of handling this. Also this will reduce the number of strands in the girder. We might show options in the future. Please see Rodger if you have any questions especially if you have a girder with a lot of strands. A formal policy will be issued at a later date.

6. Railroad OverheadsGreg Perfetti
Project Engineers should review the preliminary drawings before sending them to the railroads. The Design concept should be settled on prior to sending for their approval.

Be sure to check the need for temporary crossings to construct railroad structures. This is not for convenience but should be necessary for the Contractor to have this to construct the structure. If you have questions see Greg.

7. Available Help.....Ricky Keith
If anyone needs any short term design or design checking help, Allen Raynor has a couple of engineers that will be available for awhile. Also Chris Stanley, one of our summer employees, can draw plan quality drawings on CADD. He is presently available for a short term drafting assignment. Project engineers please coordinate your requests for help through Allen.

8. Field Trips.....Ricky Keith
When scheduling your field trips for field inspections and out of town meetings, please be sure to check with the other units involved in order to carpool when possible. If we have room in our vehicles, please be receptive to requests from other units for rides to and from these meetings.

9. Expense Vouchers Ricky Keith

Expense vouchers for any travel prior to June 1 should have already been turned in. If you have any, please turn these in immediately. All expense vouchers for this month should be turned in as soon as travel is complete. All expense vouchers for FY 2001 have to be in to the Fiscal Section by Friday, June 29, 2001.

10. Causeway Information..... Ricky Keith

When making decisions on causeway location make sure we have a representative from Hydraulics and Construction present. This can be done at the preliminary field inspection or a scheduled meeting on site. Tim and I are going to attend an inter-agency coordination meeting tomorrow to discuss requests by planning for information on placement and removal of causeways. Some of you have probably been involved in attempting to answer these.

11. CADD & PC UpdateBob Wright

We have 23 new workstations that have been placed in Production. New employee training will occur mid-July. We will also have additional CADD training from existing employees on BDS, etc. We have new versions of STAAD and DESCUS. We will be getting some copies of Florida Pier as well.

12. Other

Temporary Shoring for Maintenance of Traffic - please be sure that you check your projects to see if this is needed. This is a Roadway pay item, but we show the location on the General Drawing.